



MIAMI-DADE COUNTY, FLORIDA

Employee
**Hurricane
Preparedness**
Guide

miamidade.gov





Dear County Employee:

Being prepared for disaster is a natural part of living in South Florida. This is especially true for County employees who will have to provide assistance to our residents following a hurricane.

In disasters large and small, Miami-Dade County employees will be called upon to take part in a response or recovery effort that goes outside of their normal duties. As servants of the public, employees must lead by example and ensure that our households and workplaces are prepared for disaster.

This guide contains information to help you prepare your home and workplace prior to a hurricane and assist you in reporting back to work following the event.

Please review this information and keep this guide handy throughout the hurricane season.

Sincerely,

A handwritten signature in black ink, appearing to read "Steve Shiver", with a large, stylized flourish extending from the end of the signature.

Steve Shiver
County Manager

STAY INFORMED

Don't let a hurricane sneak up on you! During the Hurricane Season (June 1 – November 30), Miami-Dade County employees should monitor local media outlets for the latest hurricane information.

In the event a hurricane strikes South Florida, employees may obtain information through the following Miami-Dade County sources:

THE ANSWER CENTER 305-468-5900 • TDD 305-468-5402

Under the management of Team Metro, the Miami-Dade County Answer Center will have the most up-to-date information before, during and after a hurricane.

OFFICE OF EMERGENCY MANAGEMENT WEBSITE

www.co.miami-dade.fl.us/oem

The Office of Emergency Management's (OEM) website is updated in real time once a hurricane threat has been identified. Employees should monitor the site listed above before and after the storm for the most current emergency information.



KNOW WHAT TO EXPECT

In the event Miami-Dade County enters into a hurricane emergency activation phase, the County Manager will release employees from County business in ample time to tend to hurricane preparations. All employees are expected to follow instructions issued regarding the emergency.

Employees should make sure their emergency contact information is current. This will enable management to maintain contact with you to relay critical information; determine if you have weathered the storm safely; identify those in need of assistance; and inform you if you are needed to report to work for special assignments.

EMERGENCY PAYROLL PROCEDURES

In the event a hurricane or emergency situation disrupts the normal payroll cycle, employees will be paid based on their regularly scheduled hours as established in the personnel system. No overtime or exception payments will be made until the situation returns to normal.

Miami-Dade County employees who have direct deposit will have access to their payroll deposits as they would normally. Banks may not be available immediately after a major disaster.



BE PREPARED

WORKPLACE PREPARATIONS

Your first responsibility to your workplace is to minimize losses. You should take steps to protect your workspace, your work product, and any files that are sensitive or confidential. Follow the shutdown procedures that have been outlined in your departmental hurricane plan and take these precautions as well:

- Backup your computer files on your PC to your department's server. Only store vital data, programs or material, otherwise you may overwhelm the system.
- Unplug your computer and other electronic equipment, as well as your telephone. Cover all the equipment with plastic to keep water resistant.
- Offices with un-shuttered windows should have the computer and small furniture removed and stored in a windowless area.
- If you are in a flood zone, place all materials and equipment at the desktop level or higher.
- Charge all personal communication devices such as radios, cellular phones and pagers and get an extra supply of batteries.
- Remove all loose items from desktops, and lock up equipment, files or other materials in desks, file cabinets or storage areas. Make sure that your supervisor has extra sets of keys.
- If you are assigned a county vehicle, re-fuel the vehicle and park it in a safe area.



BE PREPARED

HOUSEHOLD PREPARATIONS

All employees should have a personal hurricane plan. The following information will assist you in keeping your home and family safe in the event of a hurricane:

- Develop a personal disaster plan that includes where to go if you have to evacuate, how to prepare your property and personal belongings, and what to include in your hurricane kit.
- Check your insurance coverage.
- Trim your trees and bushes in May so they will survive damaging winds. Tips on tree trimming are available from the Miami-Dade Cooperative Extension Office.
- If you live in an evacuation zone, make plans to leave early. If you need assistance evacuating, you may register for the Emergency Evacuation Assistance Program by calling the Office of Emergency Management at 305-513-7700 or 305-468-5402.
- If you plan to stay at home, take refuge in an interior hallway or smaller room with no windows like a closet near load bearing walls.
- Keep a mattress nearby to protect your head.
- Be sure to leave a clear path to exit in case of fire and keep a fire extinguisher nearby. Only use battery operated lamps or flashlights.



REPORTING BACK TO WORK

Once the hurricane event has passed, employees should monitor all local radio and television stations broadcasting hurricane information. The County Manager will announce when Miami-Dade County offices will reopen and issue instructions on when to report back to work. Employees are responsible for following advisements regarding the return to work order. Employees who have experienced hurricane damage that prevents their compliance with the return to work order should make every effort to inform their immediate supervisor as soon as possible.

Once it is clear for employees to report to work proceed as follows:

- Report to your normal worksite for duty, unless you have been otherwise assigned.
- If upon arrival you find that your worksite is damaged such that you are unable to perform your normal work function employees are to await instructions from their immediate supervisor or other departmental authority.
- For the first few days following the passing of a disaster casual wear will be acceptable office attire.
- Wear your Miami-Dade County issued identification at all times.
- Reassigned duties and work hours will be scheduled as needed for emergency response functions.



IMPORTANT TELEPHONE NUMBERS

Before during and after a disaster, use the telephone for emergencies only and keep your calls short. Only use 911 for life threatening emergencies.

POLICE NON-EMERGENCY

Contact	Phone Number
Aventura	305-466-8989
Bal Harbour	305-866-5000
Bay Harbor Islands	305-866-6242
Biscayne Park	305-893-7490
Coral Gables	305-442-1600
El Portal	305-751-6455
Florida City	305-247-8223
Golden Beach	305-935-0940
Hialeah	305-687-2525
Hialeah Gardens	305-558-3333
Homestead	305-247-1535
Indian Creek	305-866-2446
Key Biscayne	305-365-5505
Medley	305-883-2044
Miami	305-579-6111
Miami Beach	305-673-7911
Miami-Dade County	305-476-5423
Miami Shores	305-759-2468
Miami Springs	305-476-5423
Miccosukee Reservation	305-223-1600
North Bay Village	305-758-2626
North Miami	305-891-8111
North Miami Beach	305-949-5500
Opa Locka	305-953-2877
Pinecrest	305-234-2100
South Miami	305-663-6301
Sunny Isles	305-947-4440
Surfside 2	305-861-4862
Sweetwater	305-552-9900
Virginia Gardens	305-871-3141
West Miami	305-266-0530

COLLEGE/UNIVERSITY POLICE DEPARTMENTS

Contact	Phone Number
FIU North Campus	305-940-5555
FIU South Campus	305-348-2626
University of Miami	305-284-6666

CONSUMER PROTECTION/PRICE GOUGING

Contact	Phone Number
Miami-Dade Consumer Services Department	305-375-3677
Florida Attorney Generals Office	850-414-3600

DISASTER HOTLINES

Contact	Phone Number
Miami-Dade Answer Center	305-468-5900**
TDD:	305-468-5402
BellSouth Mobility Customers	*OEM (*636)**
Haitian Support, Inc: <i>Provides general human services assistance, community information and disaster information in Creole.</i>	800-443-2951
State of Florida Emergency Information Line	800-342-3557
TTY:	800-226-4329
North Miami Beach	305-919-0892
Miami	305-579-1800
Miami Beach	305-673-7222
Broward County	954-831-4000**
Monroe County	800-955-5504
Palm Beach County	407-233-3500
University of Miami (Coral Gables Campus)	305-284-5151
University of Miami (Medical Campus)	305-243-6079

** 24-hour hotlines during emergency situations only.

EMERGENCY EVACUATION ASSISTANCE PROGRAM:

People requiring assistance with daily activities, people with disabilities or with medical equipment that is electrically dependant should register as soon as possible.

Contact	Phone Number
Miami-Dade County	305-513-7700
TDD:	305-468-5402
Broward County	954-537-2888
Monroe County	305-292-4591
Palm Beach County	407-233-3500
Deaf Services Bureau TDD:	305-668-3323

REPORTING DOWNED UTILITY LINES:

Contact	Phone Number
Florida Power & Light (FPL)	800-468-8243
BellSouth	611
BellSouth Customer Service	305-780-2355
Peoples Gas (TECO Energy) (Miami-Dade County)	305-940-0139
Peoples Gas (TECO Energy) (Broward County)	954-525-0900
South Florida Water Management District (Flooding)	800-544-2323

HUMAN SERVICES:

Contact	Phone Number
Dialysis/Renal ESRD Network of Florida (Network 7)	813-251-8686 or 800-826-3773

EMERGENCY MANAGEMENT OFFICES:

Contact	Phone Number
Miami-Dade County Office of Emergency Management	305-468-5400
TDD:	305-468-5402
Broward County Emergency Management	954-831-3900
Monroe County Emergency Management	305-289-6018
Palm Beach County Emergency Management	561-233-3500

AMERICAN RED CROSS:

Contact	Phone Number
Miami-Dade and Monroe Counties	305-644-1200
(Upper Keys)	305-852-9612
(Lower Keys)	305-296-4033
Broward	954-763-9900
Palm Beach	561-833-7711

RECOVERY AGENCIES:

Contact	Phone Number
Miami-Dade County Building Code Compliance Office	305-375-2901
Broward County Building Permitting	954-765-4927
Florida Department of Insurance	800-342-2762
Federal Emergency Management Agency (FEMA)	800-462-9029
TDD:	800-462-7585
National Flood Insurance Program	800-638-6620

ANIMALS:

Contact	Phone Number
Animal Care and Control Offices (Miami-Dade County)	305-884-1101
Animal Care and Control Offices (Broward County)	954-359-1313
Humane Society (Miami-Dade County)	305-696-0800
Humane Society (Broward County)	954-357-6402



GET YOUR KIT TOGETHER

THE BASICS:

- ☐ Bottled Water (1 gallon per person per day)
- ☐ Manual Can opener*
- ☐ Non-perishable foods
- ☐ Flashlight (1 per person)
- ☐ Portable battery powered lanterns
- ☐ Large trash bags
- ☐ Battery operated radio
- ☐ Extra batteries
- ☐ First aid kit
- ☐ Mosquito repellent
- ☐ Sun screen (45 SPF recommended)
- ☐ Water proof matches/butane lighter
- ☐ Money
- ☐ Unscented bleach or water purification tablets
(add 8 drops of bleach per gal.)
- ☐ Maps of the area showing landmarks

COOKING:

- ☐ Sterno fuel
- ☐ Portable camp stove or grill
- ☐ Stove fuel or charcoal w/lighter fluid
- ☐ Disposable eating utensils
- ☐ Napkins and paper towels
- ☐ Aluminum foil
- ☐ Oven mitts

PERSONAL SUPPLIES:

- ☐ Prescription medicines
(One month supply and copy of prescriptions)
- ☐ Toilet paper
- ☐ Entertainment: books, games, magazines, etc.
- ☐ Bedding: pillows, sleeping bag
- ☐ Changes of clothing
- ☐ Rain poncho and work gloves
- ☐ Extra glasses or contacts

IMPORTANT DOCUMENTS:

- ☐ Insurance documents
- ☐ A list of all your important contacts (family, doctors, insurance agents)
- ☐ Banking information
- ☐ Leases/mortgage
- ☐ Proof of occupancy (such as utility bill)
- ☐ Photo inventory of your personal belongings
- ☐ Waterproof container to store documents

BABIES:

- ☐ Disposable diapers
- ☐ Formula, food and medication
- ☐ Bottles and feeding utensils

PET SUPPLIES:

- ☐ Dry and canned food for 14 days
- ☐ ID tags and collars
- ☐ Proof of recent Immunizations
- ☐ Water (1/2 gallon per day)
- ☐ Litter box and supplies
- ☐ Carrying container

OTHER NECESSITIES:

- ☐ Tool Box
- ☐ ABC rated fire extinguisher
- ☐ Masking tape or duct tape
- ☐ Outdoor extension cords
- ☐ Spray paint
- ☐ Local phone book

Notes:



Alex Penelas

Mayor

Board of County Commissioners

Senator Gwen Margolis

Chairperson

Betty T. Ferguson

District 1

Dorrin D. Rolle

District 2

Dr. Barbara Carey-Shuler

District 3

Senator Gwen Margolis

District 4

Bruno A. Barreiro

District 5

Rebeca Sosa

District 6

Jimmy L. Morales

District 7

Katy Sorenson

District 8

Dennis C. Moss

District 9

Senator Javier D. Souto

District 10

Joe A. Martinez

District 11

Jose "Pepe" Cancio, Sr.

District 12

Natacha Seijas

District 13

Harvey Ruvin

Clerk of Courts

Steve Shiver

County Manager

Robert A. Ginsburg

County Attorney